

School Year
1944 - 1945



*School
Candy*

The Fisher School



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1944 1913

THE FISHER SCHOOL PRESENTS THE STORY OF

Seven Fisher Girls

THIS BOOKLET tells of the work of seven secretarial graduates of The Fisher School, chosen at random from 8,641 graduates, in various types of business, in order to show the interesting kinds of work which Fisher graduates enter.

THE FISHER SCHOOL is a professional school for secretaries where young women learn business procedure and receive professional and secretarial training. Established 1903. Identical instruction is given in Boston and in Somerville.

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THE FISHER SCHOOL

BOSTON 16, 118 BEACON STREET, KENmore 4647

SOMERVILLE 45, 374 BROADWAY, WINTER HILL, SOMerset 1800

C. MODERN YOUNG WOMEN follow a natural inclination in aspiring to a secretarial career. They know that such a career brings financial independence, offers a desirable social status and helps them discover fascinating friends. In addition, they have an important part in an interesting business or profession and receive a training which will always be a source of comfort if perchance, in later life, the wheel of fortune should make them responsible for their own support.

C. THE FISHER SCHOOL, through its efficient placement department, keeps in touch with the great variety of openings and analyzes the fitness of each girl for a particular place so that both graduate and employer are mutually satisfied.

C. THIS BOOK SUGGESTS only seven varieties of work. It is true in secretarial work as in every other branch of business that the initiative and native ability of the trained worker largely sets the limits to what can be accomplished in a particular position, but it is equally true that there are as many interesting secretarial places available as there are graduates of The Fisher School — many hundreds.



A typical example is that of Miss Jean Early of Needham. She is secretary to the Assistant Director of the American Red Cross Blood Donor Center. Formerly, she was secretary to Admiral Richard E. Byrd. Miss Early says, "My present job consists of publicity and organization. This means making all arrangements for and handling all the details of the following: Radio broadcasts, stage shows, speaking engagements, exhibits, organization of industries, churches, clubs, etc."

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The Medical Field



Miss Anna White

offers more opportunities in Boston than in any other city in the United States. Because of this, the Medical Secretarial Course has very strong appeal. Graduates of this course are all placed with doctors, hospitals or medical supply houses.

Some of the graduates are assisting the doctors in very important ways, taking blood pressure, urinalysis, blood count and assisting in minor operations.

Miss Anna White of Weston is a graduate of the Medical Secretarial Course and is working at the Deaconess Hospital in Boston.

She began her working experience as secretary to the superintendent of the hospital, but has since changed to the Apothecary department where she has complete charge of the diabetic supplies in the Apothecary and the Laboratory.

Miss White has the training and personality to go far in this field. As her experience broadens, we shall see her on her way to a real career. She says, "There is such a spirit of friendliness here that makes working a real pleasure."

Religious Field

Boston is a great religious center. Here, many denominations have their home offices. Calls come to The Fisher School for young women who are interested in church activities or in related publishing work.

Miss Ruth Ogg of Dedham illustrates one phase of this field in her work as secretary to the National Secretary to Students of the Congregational Christian Church. She does all the secretarial work connected with the position. She is also responsible for getting out a monthly "news-letter" for Congregational student workers in U. S. A. In addition, she is expected to attend some of the conferences with her employer, traveling to various parts of the country.

Her employer writes pamphlets, magazine articles, etc., which she types, proofreads and sends to the publisher. She says, "It still gives me a thrill to see something I helped on, set up in print and distributed! I have met some of the most interesting and well-known people just sitting here in this office."

Miss Ogg was always interested in church work and as a student in high school attended many of the young people's regional religious conferences. With this strong interest, the school employment office was able to obtain just the right type of position.

Miss Ruth Ogg



The Arts demand the employment of many secretaries with specialized backgrounds. This field includes music, drama, radio and museums.

Miss Katherine Glover of Boston desired a position in this field because of her background and interest in music. Moreover, she was a college graduate with a major in languages.

After graduation from the secretarial course, The Fisher School was able to place her with the Boston Symphony Orchestra. She says that her work is so varied, it is hard to tell what she does. However, she does specifically mention these:

Transcribe the program notes dictated by the program annotator. Transcribe the Boston Symphony portion of the radio script used in the weekly broadcasts on Saturday night.

Send out regular newspaper and radio publicity about the Boston Symphony.

Type all the actual programs given

in the Orchestra's regular schedule as they are obtained from the conductor.

Assist the advertising manager in clerical work connected with advertising in the Symphony program.

Send out Friday-Saturday "house program" to a subscription list which is country-wide.

She is in love with her work, for it is just what she wanted to do. Her employer says he could not get along without her. She meets famous people, attends the symphony and "pops" when she desires, and in the summer her work is transferred to the Tanglewood Music Festival in the Berkshires. She is well paid for her time and enjoys a month's vacation with pay.

Miss Katherine Glover





Miss Joan Martin

Institutional Work includes hotels, clubs, charitable homes, hospitals, colleges and universities, of which there are many in Boston. These offer inspiring opportunities for young women. It is a field in which a young woman deals with the public most of the time.

Miss Joan Martin of Franklin is secretary to the Manager of the Hotel Lenox.

She writes: "To me the privilege of meeting people from all walks of life every day makes my position as secretary to the manager of a hotel not work but a career that grows each day.

"In every business the fundamental rules for a good secretary hold true and I must follow these every day in trying to assume a few of the responsibilities of our very busy manager.

"I consider my work a game. In the office I am in business, and there I have learned to cope with salesmen and prospective employees alike; but when I step into the lobby, a banquet room, dining room, or one of the guest rooms, no matter what my mission is, I pretend I am the hostess of this, our home.

"Working for such a purpose is an education, not only in business but in living; my job has picked up where my school left off, and with such endless opportunities opened to me, it is my desire to realize my ambitions in this fascinating game of life."

State and Government



Mrs. Jeannette O. Healy

naturally absorb many girls for secretaries. Some go to Washington, others to Federal agencies in New England, and others to state departments.

Jeannette O. Healy of Cambridge typifies this group as she is secretary to the Supervisor of Guidance and Placement, Department of Education, Commonwealth of Massachusetts. This department conducts surveys and research regarding the education of the youth of the state. This is particularly important during wartime. Her duties require her to sit in on major conferences and board meetings for verbatim reports. In addition, she has the usual duties of seeing that her department runs smoothly. State positions pay well, and provide a measure of security.

The Transportation Field offers innumerable opportunities, since Boston is a large shipping center and enjoys a large metropolitan population. All major railroad, steamship and air companies maintain offices and many of them have their home offices in Boston.

The American Airlines go westward from Boston and carry a steady flow of passengers and freight in and out.

Miss June DeLaurier of Medford is secretary to the Cargo Traffic Superintendent, New England region. Naturally, she has trained for this position, first being in the general office, then the Reservations Department, and finally Air Cargo. This also necessitated intensive training periods in New York.

Her work includes knowing what size shipments will fit in which door of the ship, how much load can be put in the tail, how to tell when there is enough express to warrant calling New York for an extra section, keeping a record of how much air mail and air express is carried, and a multitude of other details.

Miss DeLaurier is very much enthused about her job and knows she is doing important work that will grow even more necessary after the war.



Miss June DeLaurier



The Personnel Director is an experienced counsellor.

THESE YOUNG WOMEN, mentioned on preceding pages, together with hundreds of others, find in the secretarial field the answer to their quest for a career. This past year, records of the school show nearly 500 placements in the various fields of endeavor listed below.

Advertising, printing, publications

Automotive

Banks

Law

Stores and merchandising

Medical and medical supplies

Insurance

Industry — shipbuilding, chemical warfare, arsenal

Bonding companies

General business — oil, fuel, food, coal, meats, soap, stationery

Railroad and steamship lines

Air travel

Engineering

Research

Laboratories

Hospitals and charitable organizations

U. S. Bureaus, Civil Service

Hotels and theatres

Clubs

Tax and credit offices

Schools, colleges, and departments of education

Radio

U. S. Services (women)

THE FISHER SCHOOL maintains a strong and efficient personnel and guidance department for the placement of graduates. This department is headed by a woman who has had special training and experience in personnel work and has been eminently successful. For many years the employment office has been able to place all graduates in desirable positions. The office usually receives two thousand or more calls a year and has only two hundred graduates to place. This average of ten positions for each graduate assures the student of ample choice. The school, in addition, fills more than two hundred and fifty positions calling for experienced secretaries.

Graduates of both schools are assisted as far as possible in securing positions at any time, if they feel they cannot secure maximum advancement in the position they first accepted. It is highly important to students to have the assurance that there will be opportunities and help for effective placement after graduation. The school, as a member of the National Association of Accredited Commercial Schools, has a reciprocal arrangement with two hundred schools so that graduates can be assured of placement in most of the business centers of the country.

This personnel office cares for the actual placement of graduates, but in addition carries on a program of student evaluation. Individual counseling of students is arranged, a course is given on the techniques of employment, simplifying the entrance to business as much as possible.

The work of this bureau is permanent and is a service which the school performs without charge to graduates or employers. Although employment calls are received at both schools, the bureau is centralized at Boston for convenience.

A group between classes in the student lounge.





THE FISHER SCHOOLS

THE FISHER SCHOOLS prepare young women for the exacting needs of business and the professions through specialized courses in business procedure. The operation of two institutions enables the directors to adhere to their original plan of complete business training, with expert instruction, scientific equipment, small classes, personal attention and an opportunity for students to know each other.

The Fisher School in Boston is located uptown in a stately, fire-proof building in the Back Bay district adjoining the Public Gardens. The Somerville School offers the same excellent facilities. It is situated in an attractive building in a suburban atmosphere. Both institutions are housed in residences which are considered to be among the finest in their respective cities. Each school has its own appeal and has an established place in its community, yet both are close to the world of commerce for which Fisher students have been so ably trained these last four decades.

The choice of which Fisher School to attend depends entirely upon the desires of the student. Course content and instruction are the same in both. The determining factor should be convenience of transportation (see maps on page 48).

Progressiveness is the keynote of The Fisher Schools. This is expressed through up-to-date courses, vocational guidance, student guidance, modern equipment, cultural and social activities, new methods, and contrasting schools, both oriented to meet the needs of business.

The schools are fortunate in having both young and middle-aged men as directors. Young men give to the organization enthusiasm, new ideas and a sympathy for the ideals and problems of young people. The older men, founders of the schools, give background, stability and experience.

The Fisher Plan of business training further offers young people individual advancement, combined with group instruction. This enables students to progress as rapidly as their ability permits. Personality development is considered equally as important as business training and this is fostered by cultural subjects and school activities. The schools provide college-trained and experienced teachers who are interested in the students and their development.

The friendly atmosphere of the schools is a distinguishing feature which makes for enjoyable student life.

Fisher Schools have always been noted for the thoroughness of their courses. Each subject must be mastered before graduation. A Fisher diploma is awarded at the completion of any of the several courses.

For more than forty years, Fisher has been sending out young people to representative firms in Greater Boston. To these Fisher graduates has come outstanding success. In all walks of life you will find older graduates as private secretaries to leading executives, managers, holders of civic positions, owners of their own businesses, officers in banks and corporations, civil service appointees; and younger graduates as stenographers, secretaries, bookkeepers and accountants, all potential executives.

The schools are interested in their graduates and assist in planning their careers whenever possible. An institution is only as good as the service it renders, and the results of the graduates are the final recommendation. We present our two schools to the public and stand on the record of our alumnae!

SOCIAL AND RECREATIONAL PROGRAM

It is the firm belief of the school that a girl's success in life is due as much to social poise as to technical training. The ability to meet people without embarrassment or shyness, to converse intelligently and to have broad interests is developed by actual participation in many types of extra-curricular activities. These are a regular part of the school program. Students are urged to take part as guests of the school.

The school season usually includes swimming and recreation at the Y.W.C.A., student hikes, a student luncheon, celebrities as guest speakers, historical tours, the flower show, a formal dance and several informal dances, tickets for a major theatre production and the symphony "pops." Musicales and teas are scheduled for the mothers. There is an active Glee Club, Journalism Club, Student Council, and Drama Club.

Special groups attend the Metropolitan Opera, the Ballet Russe, and the Afternoon Symphonies at the Copley Plaza.

Out-of-town students enjoy a tour through the shopping section of Boston followed by afternoon tea.





The Student Council takes its responsibility seriously.

A special treat is planned for the coming season. Mr. and Mrs. Fisher will entertain as guests twenty students each Saturday evening at the Boston Symphony.

FISHER GLEE CLUB

Membership in this club is a real privilege. The club sings for graduation, for teas, social activities, assemblies, holds an annual Christmas Pageant and carol service, and gives several outside concerts a year. Officers are elected in the fall and co-operate with Student Council in planning programs and social events. Any girl interested in singing is cordially invited to membership. The club is directed and sponsored by Miss Mabel P. Friswell, with Mrs. Marion Fritz as accompanist.

STUDENT COUNCIL

Fisher inaugurated its Student Council in the school year of 1942-1943. Two representatives from each home room and the president, vice-president, and recording secretary of the Alpha Iota sorority, Gamma Sigma chapter of The Fisher School, comprise the Student Council of about twenty members.



The Glee Club prepares for its next concert.

The activities of the Student Council include the planning of dances, teas, assemblies, social service activities, and other social activities.

HONOR SORORITY

Alpha Iota, honorary international business sorority, maintains active and alumnae chapters at The Fisher Schools. There are approximately two hundred chapters in the United States and Canada.

Two of the purposes of Alpha Iota are: to create a friendly spirit among students, and to help each other, when possible, to secure positions or promotions. The requirements for membership are high scholarship and excellent character.

Social activities are determined by the members and consist of dinner and theatre parties, dances and sports events. The Boston School chapter is known as Gamma Sigma and the Somerville School chapter as Zeta Nu.

FISHER SCHOOL ALUMNAE ASSOCIATION

The active membership of the Alumnae Association numbers about nine hundred graduates who meet periodically throughout the year. Each school has its own

meetings but the two groups join for large affairs. The purpose of the Association is mostly social—keeping together those who have enjoyed their school time. Its calendar plans for a meeting every two months, one of a social nature: a Christmas party, a Sunday afternoon tea, a night at the “pops,” or a reception to the graduating class. An alumnae edition of “Fisher Flashes,” a paper of newsy tidbits and interesting items, is published during the year.

BOSTON SCHOOL

The Boston School at 118 Beacon Street offers ideal facilities for the training of future secretaries. In setting, environment and equipment, it denotes business at its best and provides exclusively for young women complete business and secretarial training in all of its phases.

118 Beacon Street is situated in the school area of Boston, being located almost diagonally across from the famous Boston Public Gardens, very near the corner of Arlington Street, and is considered ideal for school purposes. Transportation facilities are near at hand. Subway connections are made at nearby Arlington Street or Charles Street stations, and the Back Bay railway station is but a short walk. Greater Boston students will find the location unusually convenient. Limited parking space is available for those who drive.

Boston is a mecca for students. As a cultural city, it offers much in art, music, drama and entertainment for the leisure hours. The huge banks and corporations, merchandising units and smaller organizations make possible first-hand observation of business procedure and, moreover, offer countless employment opportunities for Fisher graduates from both schools.

Visitors to The Fisher School find an imposing five-story granite fire-proof building completely equipped with every facility for modern business training.

118 Beacon Street is one of the last fine mansions in Boston and the building has been adapted to school purposes without destroying any of its distinctive beauty. All the administrative offices are on the first floor. In keeping with the policy of the founders, the executives of the school are always available for conference and advice. Architectural beauty spots on this floor are the marble hanging stairway, the paneled offices with matching ceiling and rug, the oval reception room, and the employment office with its Egyptian-influence fireplace.



Administration and Classroom Building of the Boston School.

The graceful staircase leads to the school library overlooking the Esplanade and Charles River, and to the luxurious school auditorium with its beautiful mirrors. These two rooms combine in an unusual manner to give more than adequate room for social functions. Particularly interesting are the many fireplaces either made especially for the building or imported from European palaces.

Stairways and elevators give access to the upper floors which include airy classrooms for all school subjects, laboratory rooms for office machines and typewriting, lounge rooms, infirmary, locker rooms, lecture rooms and teacher-conference rooms. Two large, balconied air-wells in the center of the building assure abundance of light and air. Two outdoor balconies and the roof deck offer recreational facilities. A cafeteria is maintained in the school for student use. An experienced woman serves delicious home-cooked lunches at very reasonable prices.

Visitors are urged to note how well-planned the classrooms are from the standpoint of natural and artificial lighting, convenience and equipment. Students appreciate the modern appointments, the unusual facilities, and gracious living that is theirs at 118 Beacon Street.



SOMERVILLE SCHOOL

In a setting of charm and efficiency, The Fisher School at Somerville provides secretarial training exclusively for young women. Girls enjoy the suburban setting of the school which is desirably located at the top of Winter Hill, convenient to all street-car and railway lines. For those who wish to drive, there is ample parking space.

Young women come to The Fisher School principally from the suburbs north of Boston. There are also many students from Maine, New York, New Hampshire, Nova Scotia and other distant localities who desire the advantages of a school near Boston. They find this school particularly desirable because good homes in which to earn room and board are available near the school. Students also benefit from the limited enrollment which makes possible interesting friendships while at school and in later years.



The Suburban School at Winter Hill.

Building and equipment facilities make Fisher an unusual secretarial school. Prime consideration is given to classrooms and their furnishings. The rooms are pleasant, sunny and well-lighted; the classes small, equipment up-to-date . . . enabling all to receive individual attention and advancement.

Particularly enjoyable is the wide and sweeping lawn with its magnolia trees; the well-kept tennis court; the building with its wide open staircases, its convenient lounges, the provincial kitchen for luncheons and teas, and the beautiful reception hall with its inviting fireplace. Then there is the new pine-panelled basement room for classes. To complete the school's equipment, there is an auditorium with facilities for lectures, dances and parties, and a game room for relaxation.

Social life and good times form an important part of every girl's school experience. The directors recognize that these are as necessary to a girl's development as intensive study. The well-balanced program of The Fisher School brings contentment and stimulates accomplishment.

Fisher graduates find that the time spent at the school has broadened their background and given them security in the knowledge that they are trained in the ways of business . . . prepared to achieve financial independence.

AWAY-FROM-HOME STUDENTS

Each year there are many young women from distant points who desire to attend school in Boston because of its cultural and business opportunities. This year there are students from all the New England states, Pennsylvania, Nova Scotia, and the Bahamas representing 89 high schools and colleges.

The out-of-town students have the choice of two types of living accommodations:

THE HOME RESIDENCE PLAN

This joint plan has proved most satisfactory and is strongly recommended. Girls help in selected homes with light housekeeping duties in exchange for room, board, transportation to and from school, and noon-day lunches. Girls



Shorthand is taught in small classes.



The Fashion Show is an annual event.

are allowed week-end home privileges at specified intervals, also Thanksgiving and Easter recess and the Christmas vacation.

The worth of this plan is evidenced by the increased number of girls availing themselves of this opportunity each year.

THE DORMITORY

The Fisher School operates its own dormitory under the co-operative plan. The co-operative plan of dormitory has proved very successful in colleges and schools throughout the country. This plan lowers the cost of board because, under the guidance of a capable house mother, the girls do their own housework.

The student residence at 112 Beacon Street overlooking the river is in keeping with the best Back Bay traditions. Spacious rooms and comfortable furniture provide gracious living to the twenty-five girls who desire this type of accommodation. Rooms are assigned in order of application.

Additional information about either plan will be furnished on request.

FACULTY AND OFFICERS

EDMUND H. FISHER, B.A. *Principal*
Western Normal College, teaching and business experience for fifteen years
previous to founding of school in 1903.

MYRON C. FISHER, B.A. *Principal*
Western Normal College, teaching and business experience for twelve years
previous to founding of school in 1903.

SANFORD L. FISHER, B.S., Ed.M. . . *President, Director of Stenographic Department*
Fisher Business School, Graceland College, Boston University; teaching experi-
ence; on Fisher staff since 1928.

MYRON C. FISHER, JR., A.A., B.S. in Ed. . *Vice-President, Director of Typewriting
and Office Practice Departments*
Fisher Business School, Graceland College, State Teachers College, Harvard Sum-
mer School, Boston University; business and public school teaching experience;
on Fisher staff since 1935.

ALBERT L. FISHER, B.S. in Ed. . *Secretary-Treasurer, Director of Somerville School*
Fisher Business School, Graceland College, University of Iowa, Boston University;
business and private school teaching experience; on Fisher staff since 1935.



The Christmas Pageant.



Various types of rooms are available in the Dormitory.

JOSEPH J. CARTY, LL.B. . . . *Economics, Accounting, Law, Business Mathematics*
Fisher Business School, Bentley School, Suffolk Law School; teaching experience;
on Fisher staff since 1913.

FLORENCE ANDREW LOCKE, B.S., Ed.M. . . *Shorthand, Typewriting, English, Speech,*
Spelling
Brown's Business College, Curry School of Expression, Boston University; eight
years on business school faculties; on Fisher staff since 1921.

ROBERTA CLARE MACDONALD, A.B., M.C.S. . . . *Dean, Shorthand, English, Spelling*
Regis College, Fisher Business School, Boston University; teaching experience;
on Fisher staff since 1936.

LILA DAVIS WHITING *Secretarial Training, Shorthand*
Fisher Business School, Boston University; teaching experience; on Fisher staff
since 1927.

CAROL ADAMS LANDRY, B.S.S. . . *Accounting, Law, Economics, Business Mathematics,*
Personal Development
Boston University, Harvard Summer School; public school, college and university
teaching experience; on Fisher staff since 1938.



The Sorority entertains at one of its frequent dances.

- AGNES ADAMS FISHER, A.A. *English, Psychology, Personal Development*
Graceland College, Kansas City Business College; teaching and business experience; on Fisher staff since 1933.
- MARY C. PLANTE *Stenography, Bookkeeping, Mathematics, Law, Medical Terminology*
Keene Normal School, University of New Hampshire, Gregg College; seventeen years' teaching experience; on Fisher staff since 1939.
- MARION E. FRITZ *Typewriting, Secretarial Training, Machine Shorthand*
Fisher School; seven years' business experience; twelve years' teaching experience; on Fisher staff since 1942.
- ALICE M. PATTERSON, B.S.E. *Typewriting*
Salem Teachers College, Boston University; teaching experience; on Fisher staff since 1943.
- OIDA C. MONTAGUE, S.B. *Medical Lectures, Laboratory Techniques*
Simmons College; Technician for Dr. George S. Minot and associates, nineteen years; present instructor Simmons College in hospital laboratory technique; lecturer in Hematology, Massachusetts University Extension; on Fisher staff since 1942.
- LURA TAYLOR, Mus.B.; M.A. *Social Orientation*
New England Conservatory; Radcliffe College; nine years' teaching experience; present instructor at New England Conservatory, and Choate School; on Fisher staff since 1941.
- RUTH WOLFE FULLER *Speech*
Allen Freeman Voice School, Boston University, Harvard University, Gloucester School of Little Theatre; speech instructor at Lasell Junior College, and West Hill School; on Fisher staff since 1943.
- EARLENE MOREY CORNELL, B.S. in Ed. *World History, Economic Geography*
Boston University; Registrar, Boston University, eleven years.
- E. NEWTON SMITH, A.M.E. *Director of Student Guidance*
Tufts College, Yale Summer School, Yale Graduate School of Education; thirteen years' business experience; eighteen years' high school principal; on Fisher staff since 1939.
- MABEL PARKES FRISWELL *Personnel Director*
Kinyon's Commercial School, Marchesi Vocal School; Boston University; Adult Education Center; seventeen years' personnel and music director experience; on Fisher staff since 1943.
- REBECCA KIMBALL CARTER *School Secretary*
Fisher School, Boston University; business and teaching experience; on Fisher staff since 1913.
- HAZEL F. WILKINS *School Secretary*
Fisher School; business experience; on Fisher staff since 1942.

COURSES

EXECUTIVE SECRETARIAL	Two Years — Four Semesters
MEDICAL SECRETARIAL	Two Years — Four Semesters
LEGAL SECRETARIAL	Two Years — Four Semesters
RADIO SECRETARIAL	Two Years — Four Semesters
FOREIGN TRADE SECRETARIAL	Two Years — Four Semesters
SECRETARIAL	One and One-half Years — Three Semesters
FINISHING SECRETARIAL	One Year — Two Semesters
STENOGRAPHIC	One Year — Two Semesters
CO-OPERATIVE BUSINESS	Individual Progress
	Y Y Y
COLLEGE GRADUATE STENOGRAPHIC COURSE	Five Months
<i>(Offered only at the Boston School)</i>	



EXECUTIVE SECRETARIAL COURSE

To be an executive secretary with the opportunities it presents is the dream and ambition of many young women. A secretaryship offers many desirable advantages—convenient hours, financial independence, pleasant environment, interesting friends, vacations, and opportunities to participate in the fascinating problems of business.

Each year many secretaries are selected from the ranks to fill the more exacting and responsible positions in business. The secretary who wishes to rise above her job-seeking competitors is the one who devotes time securing a broad cultural background in addition to vocational or technical training. This background is also an invaluable aid in the adjustments which have to be made in the complex business world after school days are over.

The Executive Secretarial Course equips young women for more responsible as well as more specialized types of positions which demand extensive vocabularies and highly skilled training.

It is the purpose of this course to orient young women properly for business and general living. This is accomplished by courses in Social Orientation, Psychology, Law, Current Economics, and Speech. Training in Executive Procedure, Research, Personal Development, and Business Practices familiarizes a student with the duties of a secretary, personal qualities expected, and the many opportunities for responsibilities, advancement and rewards.

A knowledge of accounting and financial matters is a necessity for the well-trained secretary. Often it is she who controls private ledger accounts of the employer, as she is the confidential assistant.

It is assumed that the secretary shall be an expert stenographer. Secretarial duties include executive tasks such as handling correspondence without dictation, collecting and arranging business data, meeting and interviewing callers, making appointments and planning itineraries.

The cultural subjects so link with the technical ones that a student may acquire those qualities so necessary to the able secretary—poise, confidence, attractive speech, initiative, and winning phases of personality and character.



Guest programs feature the student assemblies.

As a final project, each girl is required to select a particular field of interest in business for research and study.

This course endeavors in all of its subjects to prepare young women for the preferred secretarial positions.

For Executive Course girls who are interested in personnel work, the school offers an elective which may be taken the fourth semester. This includes lectures on modern methods and procedure in personnel work, and laboratory techniques in the personnel office.

Business offices and industry are realizing the importance of the establishment of better relations between employer and employee. This elective should appeal to young women who enjoy working with people and helping them to solve their problems. The post-war period will offer to young women trained in personnel a real and challenging career.

Entrance to this course requires a college, normal or academic H. S. diploma.

Executive Secretarial Course Outline

TWO YEARS		FOUR SEMESTERS	
FIRST YEAR			
<i>First Semester</i>	<i>Periods per week</i>	<i>Second Semester</i>	<i>Periods per week</i>
SECRETARIAL ACCOUNTING I, II.....	10	SECRETARIAL ACCOUNTING III.....	10
TYPEWRITING	5	TYPEWRITING	5
ENGLISH AND WORD STUDY.....	5	ENGLISH—BUSINESS CORRESPONDENCE	5
PENMANSHIP	2	PERSONALITY DEVELOPMENT	2
BUSINESS LAW	3	CURRENT ECONOMIC PROBLEMS	3
BUSINESS MATHEMATICS	2	SHORTHAND THEORY	5
SOCIAL ORIENTATION	3		
SECOND YEAR			
<i>Third Semester</i>	<i>Periods per week</i>	<i>Fourth Semester</i>	<i>Periods per week</i>
SHORTHAND TRANSCRIPTION AND DICTATION	15	EXECUTIVE DICTATION	10
TYPEWRITING	5	PSYCHOLOGY	2
ENGLISH, ADVANCED	2	EMPLOYMENT GUIDANCE	1
BUSINESS PRACTICE	5	EXECUTIVE PROCEDURE	5
SPEECH	3	SPEECH	3
		ADVERTISING	1
		SALESMANSHIP	1
		EXECUTIVE RESEARCH AND REPORTS..	3
		TYPEWRITING	4

MEDICAL SECRETARIAL COURSE

Boston is one of the largest medical centers of the United States. Its medical schools and hospitals are nationally known for their outstanding work. Naturally, these institutions and the attendant doctors require secretarial assistance of a specialized nature.

In the past, physicians had to accept secretaries who had no specialized training and who were totally unfamiliar with professional ethics and procedure. These employers had to train their secretaries personally in the added knowledge necessary to make them competent in medical work.

The purpose of medical instruction is to make the student familiar with the functions and methods of medical practice, to help her to acquire a good working vocabulary of medical words and phrases, and to make her proficient in writing medical language in shorthand and with a typewriter, and to train her to do the many tasks that relieve her employer of care concerning his office.

It is required that the medical secretary shall be as familiar with medical facts and language as the business secretary is with the language and facts of



Officers of Alpha Iota Sorority.

business. She must be as adept in performing her special duties, and she should understand the psychology of patients as well as other secretaries understand the psychology of customers, prospects and clients.

Under the direction of a skilled technician, a weekly lecture is followed by two hours of work in a clinical laboratory making metabolism, urine and blood tests, and taking temperatures, pulse, respiration and blood pressure. Many of these graduates are qualified to go directly into the technician's laboratory. All can handle this type of work in a satisfactory manner.

Experienced instructors on the school staff teach all of the business subjects in this course. However, outside physicians are invited as guest speakers. This work is also supplemented with actual practice training in some of the city's best hospitals and clinics.

It has been the purpose of the school to parallel this course with the Executive Secretarial, so that the medical secretary may have the same rich background,

The Oval Room.



the same techniques and skills before specialization. This enables her to step into other fields of endeavor, if necessary, without hesitancy.

A student wishing to enter this course should have had a college, academic or normal course in high school.

Medical Secretarial Course Outline

TWO YEARS

FOUR SEMESTERS

FIRST YEAR

<i>First Semester</i>	<i>Periods per week</i>	<i>Second Semester</i>	<i>Periods per week</i>
SECRETARIAL ACCOUNTING I, II.	10	SECRETARIAL ACCOUNTING III.	10
TYPEWRITING	5	TYPEWRITING	5
ENGLISH AND WORD STUDY.	5	ENGLISH—BUSINESS CORRESPONDENCE	5
PENMANSHIP	2	PERSONALITY DEVELOPMENT	2
BUSINESS MATHEMATICS	2	CURRENT ECONOMIC PROBLEMS	3
BUSINESS LAW	3	SHORTHAND THEORY	5
SOCIAL ORIENTATION	3		

SECOND YEAR

<i>Third Semester</i>	<i>Periods per week</i>	<i>Fourth Semester</i>	<i>Periods per week</i>
SHORTHAND TRANSCRIPTION AND DICTATION	12	MEDICAL DICTATION & TRANSCRIPTION	10
TYPEWRITING	5	MEDICAL LECTURES	1
ENGLISH, ADVANCED	2	MEDICAL LABORATORY TECHNIQUES. . .	2
BUSINESS PRACTICE	5	TYPEWRITING	5
SPEECH	3	EXECUTIVE PROCEDURE	5
MEDICAL TERMINOLOGY	3	SPEECH	3
		EMPLOYMENT GUIDANCE	2
		PSYCHOLOGY	2
		VOLUNTEER HOSPITAL WORK	3

LEGAL SECRETARIAL COURSE

The field of Law is an exacting one, but interesting, and provides excellent opportunities for secretarial specialization. Legal firms and lawyers are numerous, but good legal secretaries are rare.

Formerly, stenographers served long apprenticeships in law offices. They went to court with the lawyers; they transcribed legal papers and pleadings, and performed all the routine duties of the profession before they became efficient legal secretaries.



The noon rush at the cafeteria.

Today, lawyers expect the school to give much of this training so that a secretary can step into the law office and take hold immediately.

This course seeks to familiarize the student with her future surroundings — to anticipate the strangeness of new terms and new tasks, thereby shortening the period of adaptation and giving more time for concentration on perfection of work. The progress of a lawsuit and the logical procedural order of various legal documents are discussed from the secretary's point of view, and practical suggestions are made as to how the secretary can be of greater value to the lawyer-employer by relieving him of routine "paper work." Finally, dictation material is provided in addition to the legal forms for use in developing speed and perfection in legal stenography and in acquiring the legal vocabulary needed every minute in law office or court.

The purpose of the course is to develop from a confusing mass of legal detail a systematized knowledge of legal forms and procedures and the routine encountered in a busy law office. The study includes descriptions of the methods to be used in interviewing a client; preparing such legal papers as the summons,

complaint, motions, subpoenas, and stipulations; taking question and answer testimony; court reporting and speech reporting; and managing a collection department. Machine shorthand is required in this course because of its greater flexibility, accuracy and speed. It is particularly adapted to legal and court work.

To an ambitious young woman, an intelligent understanding of the handling of these and many other operations concerned with legal procedure can be made the basis for advancement in a law office to tasks more important than mere typing and transcription.

This course meets the pressing need of the lawyers and gives an excellent legal secretarial training for career young women.

The foundation of this course is similar in content to that of the Executive Secretarial so that the legal secretary may have a rich background and skill in secretarial techniques. The specialization is given in the fourth semester. A college, normal or academic diploma from high school is required for entrance.

Legal Secretarial Course Outline

TWO YEARS

FIRST YEAR

FOUR SEMESTERS

<i>First Semester</i>	<i>Periods per week</i>	<i>Second Semester</i>	<i>Periods per week</i>
SECRETARIAL ACCOUNTING I, II.....	10	SECRETARIAL ACCOUNTING III.....	10
TYPEWRITING	5	TYPEWRITING	5
ENGLISH AND WORD STUDY.....	5	ENGLISH—BUSINESS CORRESPONDENCE	5
PENMANSHIP	2	PERSONALITY DEVELOPMENT	2
BUSINESS MATHEMATICS	2	CURRENT ECONOMIC PROBLEMS	3
BUSINESS LAW	3	SHORTHAND THEORY	5
SOCIAL ORIENTATION	3		

SECOND YEAR

<i>Third Semester</i>	<i>Periods per week</i>	<i>Fourth Semester</i>	<i>Periods per week</i>
SHORTHAND TRANSCRIPTION AND		LEGAL DICTATION	10
DICTATION	15	LEGAL TERMINOLOGY	2
TYPEWRITING	5	LAW OFFICE AND COURT PROCEDURE..	3
ENGLISH, ADVANCED	2	EXECUTIVE PROCEDURE	3
BUSINESS PRACTICE	5	EMPLOYMENT GUIDANCE	1
SPEECH	3	SPEECH	3
		PSYCHOLOGY	2
		EXECUTIVE RESEARCH AND REPORTS..	3
		TYPEWRITING	3



*Laboratory
work in
the Medical
Secretarial
Course*

RADIO SECRETARIAL COURSE

The Fisher School, in co-operation with Emerson College, a specialized school of radio and speech, is offering a two-year Radio Secretarial Course on a junior college level.

This program adds to the two-year group of secretarial courses — Executive, Legal and Medical. In this program, the technical skills of shorthand, typewriting, English and bookkeeping are offered the first year; while specialization in the radio field comes in the second year.

Subjects given by Emerson include radio advertising, radio history, vocabulary and radio definitions. All other subjects are given by Fisher. A co-operative

course of this sort is possible because the two schools are in the same block on Beacon Street. A college, academic or normal course in high school is required for entrance.

There is a definite demand for well-trained young women versed in the radio field. This demand comes from the broadcasting studios and advertising firms with radio departments. Additional radio courses are available at discretion of school.

A college, normal or academic diploma from high school is required.

Radio Secretarial Course Outline

TWO YEARS

FIRST YEAR

FOUR SEMESTERS

<i>First Semester</i>	<i>Periods per week</i>	<i>Second Semester</i>	<i>Periods per week</i>
SECRETARIAL ACCOUNTING I, II	10	SECRETARIAL ACCOUNTING III	5
TYPEWRITING	5	TYPEWRITING	5
ENGLISH AND WORD STUDY	5	ENGLISH—BUSINESS CORRESPONDENCE	5
PENMANSHIP	2	PERSONALITY DEVELOPMENT	2
BUSINESS MATHEMATICS	2	CURRENT ECONOMIC PROBLEMS	3
SOCIAL ORIENTATION	3	SHORTHAND THEORY	10
BUSINESS LAW	3		

SECOND YEAR

<i>Third Semester</i>	<i>Periods per week</i>	<i>Fourth Semester</i>	<i>Periods per week</i>
SHORTHAND TRANSCRIPTION AND DICTATION	15	RADIO DICTATION	10
TYPEWRITING	5	RADIO ADVERTISING	1
ENGLISH, ADVANCED	2	VOCABULARY AND RADIO DEFINITIONS	1
BUSINESS PRACTICE	5	EXECUTIVE PROCEDURE	5
SPEECH	3	SPEECH	3
RADIO ADVERTISING	1	EMPLOYMENT GUIDANCE	1
VOCABULARY AND RADIO DEFINITIONS	1	PSYCHOLOGY	2
RADIO HISTORY	1	FIELD TRIPS (Studio)	
		TYPEWRITING	5



FOREIGN TRADE SECRETARIAL COURSE

The war has made all the world our neighbor. We can travel or ship merchandise to isolated points in a matter of hours. New and exotic foods and materials will be coming to our shores because of air express.

Foreign trade will be increasingly important after the war, not only to maintain our own economy, but to rebuild the devastated countries.

Major industries will have their own foreign departments. Foreign nations will be represented in all of our principal cities. Boston is particularly fortunate in that it is a center for air, rail and ocean shipping.

The Foreign Trade Course is planned to qualify young women for secretarial work in export and import business concerns or in any industry which handles foreign transactions. Through this training, a girl may also have the privilege of traveling abroad and working in foreign offices of American firms.

The course will include lectures by men versed in international affairs, U. S. Customs officials, and consular and diplomatic representatives. The economy



Typing is taught with music.

and culture of principal foreign nations will be studied. Laboratory work will cover exports and imports, customs, immigration, foreign exchange, postal, freight and air express rates, etc. In addition, a modern foreign language must be presented for entrance, and continued in school.

Machine shorthand must be taken with this course to give greater speed.

As a progressive school, we offer this newest addition to our professional courses, feeling certain that it meets the demands of post-war government and business.

Entrance to this course requires a college, normal or academic high school diploma.

Foreign Trade Secretarial Course Outline

TWO YEARS

FOUR SEMESTERS

FIRST YEAR

<i>First Semester</i>	<i>Periods per week</i>	<i>Second Semester</i>	<i>Periods per week</i>
SECRETARIAL ACCOUNTING I, II.	10	SECRETARIAL ACCOUNTING III.	10
TYPEWRITING	5	TYPEWRITING	5
ENGLISH AND WORD STUDY.	5	ENGLISH—BUSINESS CORRESPONDENCE	5
PENMANSHIP	2	PERSONALITY DEVELOPMENT	2
BUSINESS LAW	3	CURRENT ECONOMIC PROBLEMS	3
BUSINESS MATHEMATICS	2	SHORTHAND THEORY	5
SOCIAL ORIENTATION	3		

SECOND YEAR

<i>Third Semester</i>	<i>Periods per week</i>	<i>Fourth Semester</i>	<i>Periods per week</i>
SHORTHAND TRANSCRIPTION AND DICTATION	10	CONTEMPORARY CIVILIZATION	1
TYPEWRITING	5	ECONOMIC GEOGRAPHY	1
ENGLISH, ADVANCED	2	INTERNATIONAL RELATIONS	1
BUSINESS PRACTICE	5	SPANISH	2
SPEECH	3	EXECUTIVE DICTATION	10
SPANISH	2	PSYCHOLOGY	2
FOREIGN TRADE	3	EMPLOYMENT GUIDANCE	1
		EXECUTIVE PROCEDURE	3
		SPEECH	3
		TYPEWRITING	5

SECRETARIAL COURSE

More and more business and professional men and women are depending upon the services of well-trained assistants who have had training beyond the purely routine work of the stenographer and have developed initiative, interest, tact, poise and capacity for hard work.

This course provides a quick and intensive approach to the secretarial field and is offered to those who do not feel that they can afford the time or money to take the two-year Executive Secretarial Course. The subjects are so arranged that a student may continue them in summer school, which naturally shortens the time for completion of the course. Students who select this course usually take the college course in high school.

This course represents the training which broad experience has shown to be necessary for the preparation of a confidential assistant. No other training of comparable length offers greater opportunity for advancement, or for more pleasant work.



Office machines speed the world of business.

Secretarial Course Outline

ONE AND ONE-HALF YEARS

<i>First Semester</i>	<i>Periods per week</i>
SECRETARIAL ACCOUNTING I, II.....	10
TYPEWRITING	5
ENGLISH AND WORD STUDY.....	5
BUSINESS MATHEMATICS	2
PENMANSHIP	2
BUSINESS LAW	3
SHORTHAND THEORY	3

THREE SEMESTERS

<i>Second Semester</i>	<i>Periods per week</i>
SHORTHAND THEORY	13
TYPEWRITING	10
ENGLISH—BUSINESS CORRESPONDENCE	5
PERSONALITY DEVELOPMENT	2

Third Semester

SHORTHAND TRANSCRIPTION AND DICTATION	15
TYPEWRITING	6
BUSINESS PRACTICE	8
EMPLOYMENT GUIDANCE	1

FINISHING SECRETARIAL COURSE

Many young women have taken a commercial course in high school, but find that they need to supplement that training with additional research and study. Their youth and the brevity of high school study of commercial subjects have prevented them from studying the more advanced problems of business.

Applicants for this course have usually completed at least two years of shorthand and typewriting, and one year of bookkeeping. The course is scheduled to be completed in one school year. Students with less credit will be given full value for their work done in high school.

Finishing Secretarial Course Outline

ONE YEAR

<i>First Semester</i>	<i>Periods per week</i>
SECRETARIAL ACCOUNTING 1A, 2A...	10
TYPEWRITING, ADVANCED	2
PERSONALITY DEVELOPMENT	2
SHORTHAND THEORY, REVIEW	2
BUSINESS LAW	3
BUSINESS MATHEMATICS	2
PENMANSHIP	2
ENGLISH AND WORD STUDY	5

TWO SEMESTERS

<i>Second Semester</i>	<i>Periods per week</i>
SHORTHAND TRANSCRIPTION AND DICTATION	14
TYPEWRITING, ADVANCED	5
BUSINESS PRACTICE	5
EMPLOYMENT GUIDANCE	1
ENGLISH—BUSINESS CORRESPONDENCE	5

STENOGRAPHIC COURSE

American business is largely done by mail. Thus the stenographer fills an important place. As an assistant she is equipped to take dictation and transcribe notes in the form of business letters and papers of every type.

Business absorbs large numbers of stenographers each year and many opportunities await the better trained. The thorough preparation given permits graduates confidently to render quality service as stenographers.

The practical content of this course enables graduates to cope intelligently with every-day problems and lays a groundwork for successful achievement.

Stenographic Course Outline

ONE YEAR			TWO SEMESTERS		
First Semester		Periods per week	Second Semester		Periods per week
SHORTHAND		10	TRANSCRIPTION AND DICTATION		14
TYPEWRITING		10	TYPEWRITING		5
ENGLISH AND WORD STUDY		5	ENGLISH—BUSINESS CORRESPONDENCE		5
BUSINESS MATHEMATICS		3	BUSINESS PRACTICE		5
PENMANSHIP		2	EMPLOYMENT GUIDANCE		1



Machine shorthand develops greater speed and accuracy.

FIVE-MONTH COLLEGE GRADUATE COURSE

College graduates over a period of years have shown the need for highly intensive business training to supplement the traditional college course.

The skill subjects of shorthand and typewriting offer college graduates opportunities in a wide variety of occupations that would otherwise be closed, and provide a means of immediate financial return.

The course as shown below is popular with those who have completed regular college training, who wish thorough training in the essentials in the shortest possible time and want effective placement. Students must have a degree from a four-year college and present a good record. Due to the background of the students and the highly intensified work of this course, the group is limited to twenty-five and the course is offered only at the Boston School.

College Graduate Course Outline

GREGG SHORTHAND THEORY

TYPEWRITING

TRANSCRIPTION AND DICTATION

BUSINESS PRACTICE

CO-OPERATIVE BUSINESS COURSE

"Learn While Earning"

The Fisher School at Boston in conjunction with Wm. Filene's Sons Company offers a unique educational program. Young women obtain business or stenographic training while earning more than their tuition cost in one of the outstanding merchandising institutions of the country. Students attend school in the morning and work in Filene's in the afternoon.

This co-operative plan enables them to complete their education at no cost to their parents. A selection of courses is available in the school and a variety of work is offered in the clerical department. This work gives a young woman an "experienced" status at the completion of the course.

Courses available are:

SHORTHAND AND TYPEWRITING	(12 months)
BOOKKEEPING AND TYPEWRITING	(10 months)
BOOKKEEPING AND OFFICE MACHINES	(8 months)
TYPEWRITING AND OFFICE MACHINES	(8 months)
TYPEWRITING AND FILING	(6 months)



The lobby at the Winter Hill School.

Classes begin in June and September. The group is limited. Class hours are 9 to 11:25 A. M. Tuition is \$30 for each four weeks, plus the cost of supplies.

Work hours are usually 12:30 to 4:30 P. M. Basic pay is \$11 for a six-day week, which means four hours daily and full day on Saturday.

Applications for this course should be made in person at the school, with subsequent approval by Wm. Filene's Sons Company.

STENOGRAPH-MACHINE SHORTHAND

Machine shorthand may be elected in place of pencil shorthand for either the year and a half Secretarial, or any of the two-year courses. It is required for the Legal Secretarial, and the Foreign Trade Secretarial Courses.

Students who aspire to the higher types of stenographic positions, such as convention, sales meeting, court, or any form of reporting, need machine shorthand. For general office work, it offers an opportunity for the operator to

accomplish more in less time, thus enabling her to become more valuable to her employer.

The United States Government employs hundreds of machine shorthand operators in its various departments where reporting speed is essential. It is used for the reporting of practically all conventions. The secretary to General Eisenhower is a machine shorthand operator and reported the conference at Casablanca.

Machine shorthand is easy to learn, easy to write and easy to read. With it a girl never has so-called "cold notes," for English-printed letters are used and words are written according to sound. It is, in short, abbreviated English.

Higher speeds can be attained easily with machine shorthand, the graduation speed being 150 words per minute. The notes are interchangeable; one can always read notes written by another. Eye strain and nervous tension are eliminated because the machine shorthand operator uses the "touch" method.

The machine is light in weight—only six pounds with its carrying case.



TUITION

Tuition for the 40-week school year is \$360, payable \$90 each quarter in advance.

If cash is paid on or before the opening day of school, the charge is \$342.

A budget plan is also available wherein \$20 is paid each month for nineteen months. (This covers a 40-week school year.)

There is a laboratory fee of \$25 for students taking the Medical Secretarial Course.

The registration fee is \$5.

Five-month College Graduate Stenographic Course \$200

Payable \$100 on entrance; \$100 two months after entrance

The dormitory charge is \$400, under the co-operative plan.

Y Y Y

Prospective students are urged to visit the schools at any time. It is a complete organization, every department of which is actively working for the success of its students from enrollment to placement.

GENERAL INFORMATION

1. A registration fee of \$5 is due and payable at the time of enrollment. When an applicant enrolls it is understood that it is for the complete course.

2. A high school education or its equivalent is required for admission. Previous school records are required at the time of entrance.

3. Books and supplies during the year cost from \$20 to \$30, depending on the course. These may be purchased reasonably at the school book store.

4. In case of absence of two or more weeks on account of serious illness, credit is given for one-half of the tuition and is extended to the following term. No allowance is made for absence for the week preceding or following the Christmas vacation. If a student has been in attendance ten weeks or more and is obliged to withdraw because of sickness or causes beyond her control, the school will share the loss by refunding one-half the unused tuition, even though the school's financial obligations are mainly on a yearly basis. The date of withdrawal will be considered as the date on which written notification is received.

5. The schools reserve the right to withdraw any subject in a course or to substitute another in its place.

6. Students graduate from their respective courses as soon as the requirements are passed. They are then ready for employment. Official graduation exercises are held the early part of October.

7. Students may use any of the school facilities before or after school.

8. Street car, railway and bus special-rate tickets are available.

9. At the Boston School, classes continue from 9:08 A. M. until 2:30 P. M., with forty-five minutes for lunch. The building is open daily from 8:30 A. M. to 4:30 P. M., and on Saturdays until noon. On Monday and Thursday evenings, while Evening School is in session, the building is open until 8:30 P. M.

10. At the Somerville School, classes continue from 9 A. M. until 2:30 P. M., with forty-five minutes for lunch. The building is open from 8:30 A. M. to 4:30 P. M. The office is open on Saturdays only by appointment. On Monday and Thursday evenings, while Evening School is in session, the building is open until 9 P. M.

11. The Fisher individual advancement plan permits students to enter any Monday in September, but only the first Monday of each term during the rest of the school year, if there are vacancies.

12. For those who cannot enroll for regular day courses, the Boston School offers a seven-week Summer Session in technical subjects. There is also Evening School which begins late in September and closes late in April. Neither of these courses offers the completeness of the regular courses, but they do give intensive work in business fundamentals. Special bulletins are available.

VISUAL EDUCATION

Visual material that applies to the secretarial field is somewhat difficult to obtain. However, this type of education is important and every effort is made to have at least one film a month.

Typical educational films shown are Techniques of Good Typewriting, Tips for Typists, Speed Typewriting, Proper Dress and Attitude for Job Seekers, and Find a Job.

Entertaining films are shown in addition to the educational program.

ADVISORY BOARD

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ASSOCIATION MEMBERSHIP

The Administrative Staff are members of the following organizations:

National Council of Private Business Schools	Eastern Commercial Teachers Association
National Association of Accredited Commercial Schools	National Business Teachers Federation
New England Business College Association	Boston Chamber of Commerce
Massachusetts Association of Business and Secretarial Schools	Boston Rotary Club
National Office Managers Association	Somerville Rotary Club
National Vocational Guidance Association	Somerville Kiwanis Club
	Boston Reciprocity Club

C A L E N D A R

1944

June 26
September 11
September 25
October 7
October 9
October 12
November 11
November 22-26
December 16

1945

June 25
September 10
September 24
October 6
October 8
October 12
November 11
November 21-25
December 15

Summer School
School opens 9 A. M.
Evening School opens
Graduation
College group begins
Columbus Day
Armistice Day
Thanksgiving recess
Christmas recess

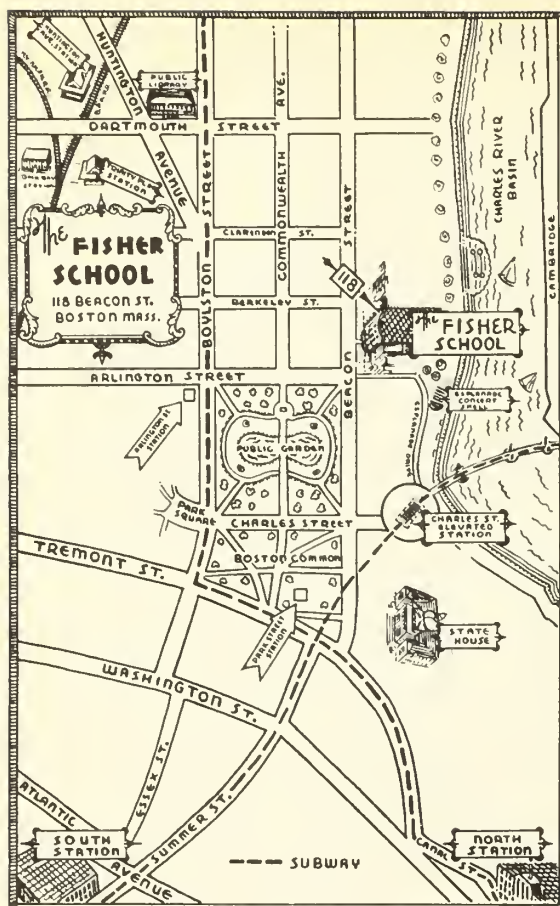
1945

January 2
February 5
February 22
March 29-April 2
April 19
May 30
June 15

1946

January 2
February 4
February 22
April 18-22
April 19
May 30
June 14

Classes resume 9 A. M.
College Group begins
Washington's Birthday
Easter vacation
Paul Revere Day
Memorial Day
School closes



THE FISHER SCHOOL

118 BEACON STREET

Boston 16, Mass.

KENmore 4647

THE FISHER SCHOOL

374 BROADWAY, WINTER HILL

Somerville 45, Mass.

SOMerset 1800

